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Note for Ellis, Cathy

**From:** Ellis, Cathy  
**Date:** Mon, Dec 12, 1994 11:19 PM  
**Subject:** INBIFO Visit  
**To:** Bickett, Joe; Burnley, Harold; Carboni, Judy; Carchman, Rich; Cox, Richard; Ellis, Cathy; Grubbs, Harvey; Heretick, Dick; Lilly, Cliff; Lively, Ron; Myracle, Jim; Whidby, Jerry

## Senior Team:

I would like to invite all members of the Senior Team to become familiar with INBIFO in 1995. We are currently planning a trip to CRC and INBIFO on Sunday, Jan 22. Interested members of the senior team could travel with us to Brussels and tour CRC on Monday. We will travel to Cologne Monday afternoon and tour INBIFO on Tuesday. Please let me know if you are interested in this particular trip or would like to come with us later in the year.

I plan to give you a brief overview of INBIFO at a Senior Team Meeting before January 22.

Cathy

Note for Ellis, Cathy

**From:** Ellis, Cathy  
**Date:** Mon, Dec 12, 1994 11:11 PM  
**Subject:** Two Items for Your Attention  
**To:** Bickett, Joe; Burnley, Harold; Carboni, Judy; Carchman, Rich; Cox, Richard; Ellis, Cathy; Grubbs, Harvey; Heretick, Dick; Lilly, Cliff; Lively, Ron; Myracle, Jim; Whidby, Jerry

## To R&amp;D Senior Team:

There were two items brought up at the 12/12 Senior Team that require your assistance and/or feedback. The items are as follows:

1. Christmas Chorale - Friday 12/16 at 2:30 in the Lecture Hall. The Senior Team is requested to take part in the festivities (don't worry - we don't have to sing). Please come with a scarf, hat, gloves, and/ or ear muffs in a bag. During the chorus of "Walkin in a winter wonderland", we will put on our more colorful items sit on the stage and sway back and forth to the music. The funnier the look the better. While I was asked to do something like this during this part of the show, I think the participation of the whole Senior Team is more appropriate. Let's surprise the chorus and the organization! Thanks.

2. Earlier in the year, Ken gave us a number of items for which we were accountable. These include

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headcount, CI and Diversity. Since we have taken the accountability for CI, it seems logical that we - the Senior Team- should take formal accountability for Diversity. This means that the Senior Team would be listed as the R&D Champion. The R&D Diversity Team is anxious to plan for 1995 and they are anxious to get our input for the activities of 1995.

Please let me know by Thursday morning if you have any issues with these two items. I will be in meetings for the next two days, but can be reached through email and voice mail. I'll be in Ashland Tuesday morning and at the Hyatt on Wednesday. Call me there if you need me.

Thanks in advance for your support on these items.

Cathy

Note for Ellis, Cathy

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**From:** Ellis, Cathy  
**Date:** Mon, Dec 12, 1994 11:11 PM  
**Subject:** Personnel Availability  
**To:** Bickett, Joe; Burnley, Harold; Carboni, Judy; Carchman, Rich; Cox, Richard; Ellis, Cathy; Grubbs, Harvey; Heretick, Dick; Lilly, Cliff; Lively, Ron; Myracle, Jim; Whidby, Jerry

R&D Senior Team:

The OV/MOISTURE activity is coming to a conclusion. This means that Becky Kanipe will be available to be applied to other issues. I have already contacted Cliff regarding using Becky to replace Debbie Ayers; however, this may not be consistent with Cliffs plans and needs. Obviously, Becky would serve as a superb resource in the CI effort. While there are many things I can think of for Becky to do in Research, I think that she is an extremely valuable resource and should be applied more broadly in the organization. This would be good for Becky and for us. She is available in the very near future and will be coming to speak to me by Thursday. Any ideas or suggestions for the best utilization of Becky?

Cathy

P.S. Please call me before calling Becky.

Note for Ellis, Cathy

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**From:** Ellis, Cathy  
**Date:** Mon, Dec 12, 1994 11:11 PM  
**Subject:** Fumigation  
**To:** Coar, Danise; Hempfling, Walter; Kinser, Robin

I had a call from Bill Odom today. He, along with Tom White, is going to do a thorough review of the costing of the different phosphine fumigation materials. In other words, given so many square feet of warehouse, he will get the costing figures on the different products. I told him to contact Danise if he needed any help with comparing specifications, etc. FYI.

Cathy

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